



CALIFORNIA STATE TREASURER'S OFFICE JOB OPPORTUNITY

CLASS:	Staff Counsel	
TENURE:	Permanent	
TIME BASE:	Full-Time	
SALARY:	\$3834 - \$4208	Range A
	\$4414 - \$4847	Range B
	\$5320 - \$6433	Range C
	\$5988 - \$7386	Range D

***** SECOND NOTICE *****

DESCRIPTION OF DUTIES:

Under general direction of the General Counsel, this position provides legal and policy advice to the State Treasurer's Office and its conduit financing authorities on issues including government, corporate government, ethics laws, financing issues, and statutory and constitutional interpretation; and serves as liaison with bond counsel and the Attorney General's Office.

This is an exciting opportunity to work for a constitutional officer in a fast paced work environment. The staff Counsel position is housed in the Treasurer's [Executive Office](#).

Description of Essential Functions

- Researching, interpreting and applying laws, court decisions and other legal authorities relating to the State Treasurer's authority and responsibilities.
- Advising the State Treasurer on authority and liability issues for new and existing financings.
- Providing legal advice to the Financing Authorities including participation in their meetings as necessary on issues such as open meeting laws, Administration Procedures Act, and public finance.
- Ensuring the proper administration of the California Political Reform Act and other ethics provisions.
- Providing research on pending legislative and regulatory matters and making recommendations to the State Treasurer.
- Providing research and advice on a variety of corporate governance issues.
- Providing research and recommendations on current and proposed federal tax regulations regarding requirements for the issuance of tax-exempt bonds.
- Serving as liaison with the Attorney General's Office and preparing or assisting in the preparation of cases, opinions, briefs and other legal documents.
- Reviewing Requests for Proposal, bids and contracts.

DESIRABLE QUALIFICATIONS:

- Knowledge of public finance issues.
- Knowledge of government and administrative law.
- Strong research and writing skills.
- Strong oral skills.
- Ability to establish and maintain cooperative relationships.
- Ability to recognize and handle issues of political sensitivity.
- Ability to work independently and under pressure.

CONDITIONS OF EMPLOYMENT:

Fingerprinting and a background check are required.
Must have active membership in the State Bar of California.

WHO SHOULD APPLY:

Individuals who possess the qualifications listed above and are interested in a lateral transfer or have list eligibility as Staff Counsel or equivalent classification may apply.

This position is subject to the SROA clearance policies. Surplus employees who meet the requirements are encouraged to apply. Employees in the State Treasurer's Office and Authorities and Commissions are encouraged to apply if interested in the position. ONLY THE MOST QUALIFIED APPLICANTS WILL BE CONSIDERED.

PLEASE STATE THE SOURCE OF YOUR ELIGIBILITY (I.E. LIST ELIGIBILITY AND SCORE, SROA, SURPLUS EMPLOYEE, ETC.) If you do NOT indicate the source of your eligibility, you may not be considered for an interview. Also, write the number "101-001" next to the classification on your application/resume, i.e., Staff Counsel (820-101-001).

FINAL FILING DATE:

Applications will be accepted **until filled**. Applications will be screened and only the most qualified will be interviewed.

SUBMIT APPLICATIONS TO:

Jacquie Hayes
Personnel Office
State Treasurer's Office
915 Capitol Mall, Room 538
Sacramento, CA 95814

IF YOU HAVE ANY QUESTIONS, PLEASE CALL:

PUBLIC (916) 653-3100
CALNET (916) 453-3100

An equal opportunity employer - equal opportunity to all regardless of race, color, creed, national origin, ancestry, sex, marital status, disability, religious or political affiliation, age or sexual orientation. The State Treasurer's Office complies with the Americans with Disabilities Act (ADA). If you need additional information or assistance, please contact the State Treasurer's Office at (916) 653-4076 or TDD (916) 654-9922.

Exec:ds
08/19/04